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FOURNISHED TO PROFESSIONAL RECRUITERS

25 FEB 1975

MEMORANDUM FOR: Chief, Recruitment Division

SUBJECT : Quarterly Recruitment Report
(Professional)

1. The Advance Staffing Plan (ASP) identifying Agency staffing requirements for the remainder of FY-1975 and for FY-1976 should, by now, be in your hands. Requirements for the remainder of FY-1975 have in most part already been met by your recruiters and it is now the responsibility of the interested components to make their decisions on those applications.

2. For FY-1976, components have estimated a total of 1068 requirements for Staff positions and 230 for Contract. Although this is a decrease from last year's figures it is not a significant difference. The Career Trainee Program is asking for 20 less than previous years and the technical types have decreased from 70 to 52. The clerical requirements remain about the same.

3. On the Professional/Technical side, the S&T Directorate still has the highest number of requirements -- 118; the DDI and DDA are running a close second with 107 and 104 (not counting CT's), respectively. The mix of requirements still remains primarily physical scientists, computer specialists and engineers. In your generalist category the economists, photo interpreter, and linguist seems to be dominating the scene.

4. The Intelligence Directorate has been forced to cut back on the numbers of CT's it will be able to absorb in the coming year. Since the DDA and DDS&T areas never have been large consumers of these Trainees, the bulk of these requirements are aimed at assignments within the Operations Directorate. The Chief, CTP is currently working on a paper that will give you some guidelines as to the types of candidates they are seeking for future Operations Officers. This will be forwarded to you as soon as possible.

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5. The Professional Staffing Branch (PSB) is still receiving its share of applications with a fair number of them being bought. Statistics show that in the first seven months of FY-1975, 1529 applications were received (an increase of 272 over the last comparable period) and medical and security was initiated on 577 (144 more than last year during the same period). In July 1974, a full-time Officer was detailed to PSB to alleviate a recurrence of last year's backlog. We are happy to report that they are operating on a current basis despite the slight increase in business.

6. On minorities, PSB received 232 new applications during the first seven months of FY-1975; initiated clearances on 68; and, entered-on-duty 41 (two at the GS-14 and two at the GS-15 levels). Despite our stepped-up program for special handling on minority applications the decision process period is much too long on many cases. For the Black applicants whose files are targeted against our requirements we are having good and early responses. Ergo, we would like to see more cases on engineers, physical scientists and math/computer types. In a memorandum, dated 19 December 1974, the Operations Directorate set forth some specific guidelines as to the type of minority applicants

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7. Cuts in budget and personnel ceilings in the Intelligence Directorate have made it increasingly difficult to place applicants in that Directorate. Most DDI offices are over staffed and are looking for ways to reduce numbers rather than add to. With few exceptions, there are limited placement options for DDI oriented applicants regardless of quality. The Office of Political Research (OPR) still has a few vacancies but they are seeking the researcher with experience and who has done some publishing. The Operations Center (and please do not refer to it as the Watch Office) is actively seeking Watch Officers but is having no difficulty in picking up what they need from the excellent applications you are sending us now for CT consideration. The new Operations Center concept is not to hire permanent Watch Officers but those who will serve for 3/5 years and then move out into other analytical positions in the Agency. [] primary interest is still in the field of translators (at a strong 3 level and above proficiency) in Arabic, Persian, Chinese with military and S&T

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knowledge, and the Bloc countries. Russian linguists with engineering and scientific backgrounds are also good bets. And, of course, OER continues to eat up economists across the board.

8. In the S&T area, the Office of Scientific Intelligence (OSI) would like to emphasize their need for Nuclear Reactor Engineers (RG (84-4); Research and Development (ORD) is still desperately in need of an Econometrician (RG 82-4); Weapons Intelligence (OSI) would like concentration on RG's 86-7 and 86-8; and NPIC is very active in the areas of photo interpreters, photo scientists, computer related applicants and some editors.

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11. We are seeing a large number of files on Russian Area Studies and we have a very limited market for these. The Office of Strategic Research (OSR) will review if they have strong Russian language capabilities and some weaponry background. FBIS will consider the exceptional ones for Propaganda Analyst. But that is about it.

* An Agency Project

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12. It may be helpful for you to know that in reviewing recent Skills Bank sheets the following categories are being reviewed by noted offices:

BS/EE: OTS, NPIC, OC, OS and OL

Linguists: (At 3 and above claimed proficiency)

Arabic - NE, DIV

Russian - SE and

French - AF

Thai - EA

Multi-linguist -

(No current requirements for Spanish and Portuguese alone and very little for German.)

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Physics: OTS, OWI and OSI

BA/Computer Science and/or Math: OJCS and NPIC

13. Enough said about professional/technical requirements. The quality of the applications we are seeing in the Professional Staffing Branch are, in most part, excellent files and we appreciate every effort the recruiters are making in containing themselves and controlling the number of applications being received here at Headquarters. If we can continue to skim the cream off the top and keep them on target, we will not need 3,000 applications to enter-on-duty ca. 400 professional/technical.

14. The Office of Security has requested that we not stamp the recruiters name on the Authorization to Release Information Form. The field investigators do not identify themselves as Agency employees and many of the recruiters are well-known in their areas.

15. During this fiscal year we initiated the system of having the recruiters fill out and forward with their cases the Applicant/Employee Processing Record (Form 3644). There are enough errors being made on these cards to make it necessary for a PSB Officer to still involve themselves in a review and correction of the cards before the file can be listed. Because of

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the persistency, and in some cases across the board, errors it leads us to believe we have a communications gap. We, therefore, are taking this opportunity to list below some of the areas where discrepancies appear most frequent:

a. Cards should be made up from information contained on the AQS and not from IR or recruiters notes.

b. List all degrees and minors as well as majors, i.e., BA/History; MA/Asian History (Chinese Language); Ph.D./E. Asian Studies pending or May 1975.


c. Always list military service if there is any, regardless of applicability, but only work experience that is applicable.

d. Language proficiency by number please, i.e., (3), (4), etc., and not by "slight", "fair" or "fluent."

e. Asking salary should be the closest grade equivalency to the monetary figure the applicant requests on his AQS not what the recruiter recommends.

f. Do not commit an applicant to an office (in Disposition block) because that is the recruiters recommendation or because an applicant leans that direction. Commitments, except for CTP, are only when the recruiter is interviewing at the specific request of an Office of the applicant was interviewed by a recruiter in conjunction with an office representative.

16. Since the revised application form makes the inclusion of photographs optional we must rely entirely upon the recruiter making note of Black applicants on their IR as well as on the card. We would appreciate your cooperation in this matter so we might be able to accurately reflect the Black recruitment effort.


Deputy Director of Personnel
for Recruitment and Placement

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Recruitment Guides:

Suspend	-	59-1	Int Ops Res Anal		
		67-1	Information Officer		
		67-2	Electronic Engineer (Radio)		25X1
Cancel	-	12-6	Electron Tech-Crypto		
		47-2	Air Operations Officer (Rescinded by Revised 47-1)		
		47-3	Air Operations Officer (Rescinded by Revised 47-1)		
		82-6	Phys Scientist		
		82-11	Bio Scientist - Res		
		82-12	Psych-Research		
		84-5	I O Gen Engineer		
		84-7	I O Gen Engineer		
		84-10	I O Gen Engineer		
		84-12	I O Physical Scien		
		84-13	I O Physical Scien		
		84-14	I O Physical Scien		
		84-17	I O Physical Scien/I O Gen Engineer		
		84-18	I O Physical Scien/I O Gen Engineer		
		84-20	I O Biology/I O Physical Scien		
		84-21	I O Medical/I O Physical Scien		
		84-22	I O General		
Reinstate	--	20-2	Computer Programmer		
		36-1	Computer Systems Analyst		
		36-2	Computer Specialist		
Revised	-	11-1	Psychologist		
		11-3	Medical Officer Series		
		11-4	Medical Technologist		
		12-1	Telecomm Spec (Per 7 Jan 75 memo, additional recruitment of Telecomm Spec is suspended until further notice.)		
		12-5	Electronic Tech		
		47-1	Special Operations Officer		
		55-1	Sigint Specialist		
		81-5	Security Guard (Contract)		
		89-1	Intel Research Spec - IA		
		89-2	Technologist Photo		

POUCHED TO PROFESSIONAL DISSEMINATORS

+ Schrempf + Bolin

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89-3 Librarian
89-4 Computer Programmer
89-5 Mathematician
89-6 Computer Systems Analyst
89-7 Editor

Change - 45-1 Translator - Add to Position Description:
..... and who appear to have potential for
development as operations officers.

With the above changes all current recruitment guides
should be considered updated as of November 1974.

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